

Rules of the Senior Tar Heel Legislature of North Carolina

Article I: Selection of Delegates

- Section A.
1. Delegates and alternates to the N.C. Senior Tar Heel Legislature, hereafter referred to as the NCSTHL, will be selected in agreement with Article IV, Section A, Item 2 of the bylaws no later than 15 January of odd numbered years.
 2. Delegates and alternates selected by 15 January of odd numbered years will be asked by their Area Agency on Aging to meet together no later than 15 February of odd numbered years in order to receive a regional orientation.
 3. Orientation of all delegates and alternates to the NCSTHL shall be held in March of odd numbered years with the time to be set by the Speaker with the concurrence of the Executive Committee and with the assistance of the staff liaison of the Division of Aging.
 4. Oath of office shall be conducted at each Session for all new delegates and alternates.

Article II: Selection of Officers

- Section A.
- Officers shall be chosen in the following manner:
1. At least 60 days and no more than 90 days prior to the Fall Session in odd numbered years, any delegate desiring to stand for election as an elected officer shall inform the Elections and Credentials Committee of the NCSTHL of that desire.
 2. At least 30 days prior to the date set for the Fall Session in odd numbered years, the Elections and Credentials Committee shall notify delegates of the candidates seeking election to include for each: candidate's name, county represented, office being sought and a brief profile.

3. At the Fall Session of the NCSTHL in odd numbered years, each candidate shall be introduced and permitted to make a two minute presentation to all the delegates there assembled.
4. Election of officers shall be held at the Fall Session of the odd numbered years. If the Elections and Credentials Committee does not submit a full slate of officers for consideration of the NCSTHL at the Fall Session, nominations to fill any office without a candidate shall be brought from the floor. Such nominees from the floor shall be introduced and permitted to make a two minute presentation to all delegates there assembled.
5. Delegates shall cast secret ballots for each office. Following the candidates' presentations, the Chairperson of the Elections and Credentials Committee shall designate one or more members of that committee to distribute the ballots, one to each delegate, and to collect the completed ballots. The Chairperson shall also designate two members of the Elections and Credentials Committee, none of whom is a candidate for any office, to serve as tellers to count and tabulate the votes. Each candidate for any office shall be entitled to monitor the counting and tabulating of the votes or to designate another delegate to do so in his or her stead. Upon completion of the counting and tabulation, the Chair of the Elections and Credentials Committee shall certify to the Speaker, in writing, the results of the balloting and announce the results to the Legislature, including the number of votes cast for each candidate.
6. Election shall be by a majority vote of all delegates present and voting. If no candidate for any office receives a majority of votes cast, a run-off vote shall be held immediately to choose: (a) between the two candidates receiving the highest number of votes on the first ballot or; (b) if two candidates are tied for the second highest number of votes on the first ballot, then they, along with the candidate receiving the highest number of votes, shall participate in a 3-way run-off.
7. If this fails to produce a candidate with a majority of votes, a second run-off vote shall be taken between

the two candidates having received the highest number of votes in the first run-off.

- Section B. Elected officers shall be sworn and take office immediately following the counting of ballots.
- Section C. An officer shall be elected for a two year term and may not succeed him/herself in the same office.
- Section D. Should a vacancy occur in the office of Speaker, the Speaker Pro Tempore shall succeed to the office of Speaker and serve out the balance of his/her term. In like fashion, the Deputy Speaker Pro Tempore shall succeed to the Office of Speaker Pro Tempore and shall serve out the balance of his/her term.
- Section E. When a vacancy occurs in the office of Deputy Speaker Pro Tempore or Secretary, the Speaker shall, with the advice and consent of the other elected officers, appoint other qualified delegate(s) to succeed to the respective office(s) and serve out the balance of the term.
- Section F. The Speaker may appoint a Parliamentarian, a Sergeant at Arms, a Chaplain, etc. at his/her discretion.

Article III: Duties of Officers

- Section A. The Duties of the Officers of the NCSTHL shall be as follows:
1. The Speaker shall be the principal officer and official spokesperson of the NCSTHL. He/she shall preside at all sessions of the STHL and all meetings of the Executive Committee. He/she shall appoint all committees and may have such other powers and duties as the Executive Committee from time to time may prescribe. The Speaker shall vote in instances only in the case of a tie. He/she shall sign any instruments which the Executive Committee has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Executive Committee.
 2. The Speaker Pro Tempore shall serve as the second highest officer of the NCSTHL and in the absence of the Speaker shall perform the duties of the Speaker and shall have such other powers and duties as the Executive Committee or Speaker may from time to time prescribe.

3. The Deputy Speaker Pro Tempore shall, in the absence of the Speaker Pro Tempore, perform the duties of the Speaker Pro Tempore and shall have such other powers and duties as the Executive Committee or Speaker may from time to time prescribe.
4. The Secretary shall keep, or cause to be kept, a record of the minutes of all sessions of the NCSTHL and all Executive Committee meetings and shall perform, in general, all duties incident to the office of Secretary and such other duties as from time to time may be assigned to him/her by the Executive Committee or Speaker.

Article IV: Committees

Section A.

1. The Advocacy Committee shall develop a strategy and plan (including schedules, assignments, timelines, etc.) for communicating NCSTHL priority resolutions to the General Assembly, the Governor and others as appropriate.
2. The Elections and Credentials Committee shall receive names of candidates wishing to seek an office, conduct the election in accordance with the rules and the bylaws and certify to the Speaker duly selected new delegates at the opening of each Session.
3. The Finance Committee shall be responsible for developing a plan for financial support for the continued operation of the NCSTHL
4. The Public Relations Committee shall be responsible for arranging coverage of events by the media, issuing press releases, contacting other organizations and preparing and distributing brochures and/or informational materials.
5. The Resolutions Committee shall be responsible for developing a process for submission of resolutions and arranging the publication of the resolutions submitted. Resolutions that are submitted should have a brief, specific description of the benefits expected. They should have a quantified presentation of the expenditures and financial return if possible; also possible sources of funding should be included.

- a. The Resolutions Committee shall have resolutions that they have received, together with available supporting documentation, in the hands of the appropriate issues committee membership no later than 15 May of even numbered years. The Executive Committee may modify the submission date as circumstances dictate.
 - b. When resolutions are favorably reported out of the various issues committees, then such resolutions and documentation shall be given to each NCSTHL delegate for consideration no later than 1 August of even numbered years.
 - c. Once reported out favorably by an issues committee, resolutions will delete the name of sponsors.
 - d. The final action of the full body in the Fall meeting of each year shall be to determine the top priority resolutions; not to exceed five. All resolutions reported out of the issues committees shall be eligible for consideration in determining these priorities.
6. The Rules and Bylaws Committee shall be responsible for reviewing the rules and bylaws that govern the procedures of the NCSTHL as well as all proposed changes. All changes must be submitted in writing to the committee chairperson and such proposed changes shall be submitted to the NCSTHL in accordance with the procedures stipulated under Article VIII of the bylaws.
 7. Standing committees appointed by the Speaker, no later than 15 November of odd numbered years, shall serve at the pleasure of the Speaker.

Section B.

Issues Committees may include the following:

1. Long Term Care
2. Health
3. System/Service Access
4. Enrichment Opportunities
5. Crime/Safety/Security

6. General Legislation

The above issues committees may be changed by the Speaker, with the concurrence of the Executive Committee.

The Committees in this section shall receive resolutions from the Resolutions Committee appropriate to the topic allocated to the committee.

Section C. Appointments to all committees, with the exception of the Executive Committee whose membership is described in Article VI, Section A of the bylaws, shall be made by the Speaker who shall consider the expressed interest of delegates for such assignments.

Section D. Ad hoc committees may be created by the Speaker as needed. Such committees shall be given a specific time limited charge.

Section E. The chairs and members of all committees appointed by the Speaker shall serve coterminus with the Speaker making such appointments.

Article V: Procedures

Section A. Procedures for the Assembly:

1. Quorum - A quorum is the minimum number of delegates who must be present at a regularly scheduled session for the transaction of business. A quorum is two-fifths (2/5) of the allowable delegates (a minimum of 40 delegates) present.
2. Recognition From Chair - When recognized by the Speaker, any delegate who desires to speak to deliver any matter to the assembly shall rise at his/her seat and respectfully address the Chair as "Mister Speaker or Madam Speaker." The delegate will then state name and county represented.
3. The Chair States - (The Chair may then recognize the delegate by stating) "For what purpose does the delegate from _____ arise?"
4. Response From the Delegate - Mister/Madam Speaker "I Rise To"

- a. "Inquire of the delegate."
- b. "Speak on the resolution."
- c. "Offer a motion."
- d. "Offer an amendment."
- e. "Rise to a point of order."
- f. "Inquire of the chair."
- g. "Introduce a guest."
- h. "Lay on the table."
- i. "Move to Adjourn."

- 5. Action on the floor of the NCSTHL results from a member offering a motion.

Section B. Delegate Meetings

- 1. The Annual Session shall be as stated in the Bylaws.
- 2. Other meetings shall be:
 - a. Summer session – Beginning the second Tuesday in June in the Raleigh area.
 - b. Fall Session – Beginning the first Tuesday in October to be held at a site selected by the Executive Committee. The Executive Committee shall have the authority to change the meeting date should circumstances necessitate.

Section C. Procedure for Delegate Meetings:

- 1. The elected Speaker is the presiding officer and will continue in office until a successor is chosen.
- 2. The Speaker shall call the NCSTHL to order at the hour provided by printed agenda.
- 3. The Speaker shall preserve order and decorum and shall have general control of the meetings/sessions.
- 4. The Speaker shall decide all questions of order, subject to an appeal by any delegate. The Speaker may defer to the Parliamentarian for an opinion or ruling.
- 5. When the NCSTHL is ready to vote upon a question, the vote shall be taken by voice or roll call. The

presiding officer shall announce the outcome of the vote.

6. When two or more members wish to rise to speak at the same time, the Speaker shall ascertain their purposes and then name who shall speak first, the other members having preference to speak as designated.
7. The Speaker shall sign all resolutions passed by the NCSTHL over which he/she presides.

Section D.

Procedure for Delegates:

1. Voting - Every delegate shall vote on each question unless excused for just cause.
2. Decorum and Debate - When any delegate is to speak in debate or deliver any matter to the session, he/she shall address himself/herself to "Mister/Madam Speaker".

A delegate's right to the floor shall not be challenged after he/she has proceeded with his/her remarks, except by raising a question of order, parliamentary inquiry, question of privilege or to a question of the existence of a quorum.

When a delegate has the floor and another delegate interrupts to request recognition, the Speaker may permit the person rising to state why he/she desires the floor. If the question he/she desires to raise is entitled to precedence, the delegate originally speaking shall relinquish the floor until the question having precedence is resolved. The delegate is then entitled to resume the floor.

Debate on each resolution is limited to twenty (20) minutes including the last five (5) minutes before the vote which is reserved for the person speaking for the resolution to give the final presentation.

No delegate may speak more than five (5) minutes on a resolution except by consent of the majority of delegates present. Debate on any amendment(s) to any resolution is limited to five (5) minutes.

At the end of twenty (20) minutes, the vote shall be taken on the resolution, including any amendment(s) which prevailed.

During the session, only two amendments per resolution will be allowed for consideration. In the event that more than two amendments are submitted, the leadership shall determine which two amendments will be considered.

3. Immediately Certify - Each resolution, when passed by the full assembly, will be immediately certified.
4. Resolution Adoption - A resolution will be adopted by a majority vote.

Section E.

Common Forms of a Motion:

1. Table - In legislative parlance, "laying something on the table" means disposing of the matter for the legislative session. A motion to "lay on the table" has final disposition, but it is possible to take from the table by a two-thirds (2/3) vote.
2. Amendments - "To offer an amendment", the act of amending a resolution is a two part process: a motion and a paper outlining the amendment, filed with the Secretary.
3. Previous Question - To end debate and bring on a vote. ("Mister/Madam Speaker, I move the previous question on the passage of the resolution".)
4. Point of Order - A delegate is challenging either what is happening or what he/she thinks is about to happen.
5. Appeal - A delegate may challenge any ruling of the presiding officer by appealing to the body to override the decision by majority vote.
6. To Adjourn - A motion to adjourn or recess is always in order and may be made by any delegate.

Section F.

Procedures to Make a Motion:

1. When a motion is made and seconded it shall be stated by the Chair.

2. When a question is under debate the presiding officer shall receive no motion except:
 - a. to adjourn
 - b. to recess
 - c. to lay on the table
 - d. for a previous question
 - e. to amend
3. Motions to adjourn or recess are not debatable.

Section G.

Procedures For Committees:

1. A majority of committee members seated at the opening of business constitutes a quorum for transaction of committee business.
2. The printed agenda of the NCSTHL carries the time of the regularly scheduled committee meetings. All resolutions must be brought up in numerical order. Announcements of any special or called committee meeting shall be read from the Secretary's desk.
3. All resolutions shall be referred to a committee and no resolution shall be considered for final disposition unless it has been reported on by a committee.
4. Committee amendments to the resolution shall be taken up while the resolutions are in committee. Amendments shall be presented in writing.
5. Recommendations by the majority of delegates of the committee shall be referred for the record on one of the following recommendations: "Do pass", "Do not pass", or "Do pass as amended."

Section H.

Procedures for Rules:

1. Interpretation of Rules - It shall be the duty of the presiding officer to interpret all rules. The Speaker may appoint a Parliamentarian to assist in rule interpretation.
2. Waiver and suspension of the rules - These rules shall not be waived or suspended except by a two-thirds (2/3) vote of all who are present and voting at the session/meeting.

3. In cases not provided for in these rules, the NCSTHL shall be governed by the rules of the House of Representatives of the North Carolina General Assembly.

Article VI: Authority

Section A. The rules contained in Robert's Rules of Order, Newly Revised (latest edition), shall govern the organization in all cases not inconsistent with the bylaws or the special rules of order.

Section B. These rules shall take effect immediately after ratification. Amendments to these rules shall take effect in the same manner unless otherwise stated in the amendment.